
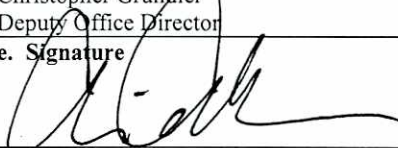


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Ann Arbor, MI		2. POSITION NUMBER 62229	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation	Administrative Specialist	GS	0301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
			Michelle B. Houston		
7. ORGANIZATION (Give complete organizational breakdown)			e. Immediate Office		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Air and Radiation			g.		
c. Office of Transportation and Air Quality			h. Employing Office Location Ann Arbor, MI		
d. Testing and Advanced Technology Division			i. Organization Code <u>LCB00000</u>		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part 1 of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
David J. Haugen Director, Testing and Advanced Technology Division			Christopher Grunler Deputy Office Director		
b. Signature		c. Date	e. Signature		f. Date
		15 Aug 2011			SEP 08 2011
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation This position	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	
				f. Functional Classification Code	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)			
				j. Date	
MARKS					
Due to reorganization / 4/7/10 Previously Classified FLSA changed based on agency review. New Coversheet Only					

POSITION DESCRIPTION (Please Read Instruction On The Back)

AA-10-044

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Re-establishment		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Las Vegas, NV		5. Duty Station Ann Arbor, MI		1. Agency Position No. 62229	
New <input type="checkbox"/> Other <input checked="" type="checkbox"/>		Promotion		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Executive <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1. Non Sensitive <input type="checkbox"/> 3. Critical Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 4. Special Sensitive	
								9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
								13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Administrative Specialist	GS	0301	13	4/7/10	
b. Department, Agency or Establishment						
c. Secondary Level Review						
d. First Level Review	Administrative Specialist	GS	0301	13		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)	17. Name of Employee (If vacant, specify)
	Michelle B. Houson

18. Department, Agency, or Establishment Environmental Protection Agency	c. Third Subdivision Laboratory Operations Division
a. First Subdivision Office of Air and Radiation	d. Fourth Subdivision Testing Services Group
b. Second Subdivision Office of Transportation and Air Quality	e. Fifth Subdivision 64046002 1007

19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the	knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.
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a. Typed Name and Title of Official Taking Action Bruce Kolowich, Manager, Testing Services Group	c. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Michael Sabourin, Director, Laboratory Operations Division
Signature [Signature]	Signature [Signature]
Date 3/24/10	Date 3-30-10

21. Classification/Job Grading Certification I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position See Classification Evaluation Statement for Standards Used to Grade this Position.
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Typed Name and Title of Official Taking Action Joan Alegria HR Spec	Ad.
Signature [Signature]	
Date 4/7/10	

23. Position	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Bus Code: 0011 Functional Code: 00	FLSA changed based on agency review.
Financial Disclosure (OGE-450) Required: Y - N	Previously Classified
Position is subject to drug testing: (N/A)	FLSA changed based on agency review.
PSB Risk Level: 4/2 Promotion Potential: GS-13	
Extramural Resources Mgmt. Duties (20 % of time)	

Position Description
Administrative Specialist, GS-301-13

INTRODUCTION

This position is located in the Environmental Protection Agency (EPA), Office of Air and Radiation (OAR), Office of Transportation and Air Quality (OTAQ), Laboratory Operations Division (LOD), Testing Services Group (TSG), at the National Vehicle Fuel Emissions Laboratory (NVFEL).

OTAQ has national responsibility for analyzing, controlling, and reducing emissions from all mobile sources of air pollution. Mobile sources include cars, trucks, buses, motorcycles, farm and construction equipment, lawn and garden equipment, marine engines, aircraft, and locomotives. The mission of OTAQ is to develop national regulatory programs aimed at reducing mobile source-related air pollution; evaluating emission control technology; testing vehicles, engines and fuels; and determining compliance with federal emissions and fuel economy standards. Subordinate divisions are individually responsible for providing these services through a variety of testing, monitoring, research, and certification of vehicles, engines, and fuels, and by developing rules, regulations, and standards for the various emission reductions, control, and enforcement acts.

LOD provides emission testing services for motor vehicle, heavy-duty engine, and nonroad engine programs in support of rulemakings, enforcement actions, and test procedures development. Testing activities include certification, fuel economy in-use compliance, fuels and fuel additives analysis, and exhaust compounds analysis. In addition, LOD manages NVFEL's data systems and instrumentation, computer and telecommunications systems, and its Quality Assurance program.

MAJOR DUTIES AND RESPONSIBILITIES

To accomplish its mission, LOD relies on the expertise of this position for providing centralized services to support Laboratory operations. This includes managing the following administrative services and functions for the Division to include TSG:

Contracts and Grants Management

- Serve as project officer or work assignment manager on grants, contracts, and Interagency Agreements;
- Manage the development of contract and grant packages, bringing in experts from CPOD as needed;
- Develop Annual Acquisition Plan for submittal to the Office of Acquisition Management

Contract/Grants/IAG Project Officer Training and Certification

- Manage Division's project officer training and certification, identifying any training deficiencies or gaps;
- Develop a reviewable process to ensure contracts/project officers are carrying out their duties as described by standard

Budget Development, Execution, and Management

- Develop straw proposals for annual budget request. Once Division budget is allocated, develop structure and substructure for the entire Division, coordinating as necessary with managers;
- Manage budget by generating reports, tracking spending, reconciling unanticipated expenses against projections, and ensuring that all funds are appropriately spent, in the right category, in the right timeframe;
- Identify shortfalls with planned spending, propose solution, secure approval from managers, and make adjustments as necessary

Management Representation

- Act in a confidential capacity for, and participate in discussions with, management involving personnel, award amounts, PARs, grievance procedures, employee discipline, employee evaluation and investigation reporting, labor-management relations, etc. Specifically, this could include creating and maintaining confidential employee files, compiling data for accretion of duties, preparing disciplinary and adverse action letters, typing evaluation and investigative reports, and representing individuals who formulate or effectuate policy in areas of labor-management relations. Employee exercises independent judgment and discretion in carrying out these duties.

Human Resources Administration

- Perform non-clerical personnel work in areas of recruitment, promotions, awards, probationary periods, career development plans, etc. This could include such activities as screening resumes, analyzing awards and promotions, tracking assignments/work products for evaluation throughout probationary periods, identifying training and development activities aligned with employees' Individual Development Plan, and so on.

Time and Attendance

- Develop and implement processes related to leave management, tour of duty and hours of work, flexi-place, travel comp time, etc.;
- Serve as timekeeper for the Division

General Operation of the Testing Services Group

- Manage general administrative functions such as travel, scheduling, tours, guests and visitors, recordkeeping, training, and other operations;
- Coordinate administrative functions of subordinate units and provide tracking and administration across the whole organization

Purchase Card Operations

- Develop processes and practices to ensure consistent and appropriate use of federal purchase cards;
- Conduct regular reviews of purchase card use, investigate any questionable purchases, resolve discrepancies, and put new processes in place to prevent future discrepancies or errors;
- Manage LOD's purchase card holder and approver training and certification, identify any gaps, and work with management to ensure that all holders are fully trained and certified

Records Management

- Serve as records liaison officer for LOD to meet the goals and objectives of the National Records Management Program (NRMP);
- Conduct periodic audits of records management functions, ensuring that EPA and other federal policies are followed

Administrative Management

- Develop and implement processes for a number of administrative functions such as mandatory training, travel comp time, timekeeping, and other similar functions;
- Identify opportunities for improvement in the administrative management of LOD, develop plans for implementing those improvements, and carry them out accordingly

Factor 1: Knowledge Required By The Position – Level 1-8 (1550 points)

- Expert knowledge of, and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs across the Laboratory Operations Division. *This knowledge/skill is used to effectively operate and manage key functional areas to include: Contracts, Grants, and IAGs; Budgets; Time and Attendance; Human Resources Administration; Purchase Card Operations; Records Management; and Administrative Management. This knowledge/skill is also used to develop and carry out assessments to evaluate current programs and work processes and to recommend improvements if necessary.*
- Expert knowledge of laws, regulations, policies, and precedents pertaining to people, operations, budgets, and/or equipment. *This knowledge/skill is used to develop and implement protocols, processes, and procedures to maximize efficient utilization of staff, budget, equipment, and other resources.*
- Expert written and verbal communication skills. *This knowledge/skill is used to provide reports, analysis, briefings, and presentations to colleagues and managers across OTAQ.*
- Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies.
- Ability to conduct audits of specific areas, identify necessary improvements or corrections, and implement solutions.
- Ability to provide management with flexible alternatives to problem resolution.

Factor 2: Supervisory Controls – Level 2-4 (450 points)

The supervisor outlines the general priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), and then the employee and supervisor develop a mutually acceptable project plan for carrying out the work. Some assignments may come directly from other managers or the Associate Director of the Laboratory Operations Division.

From these assignments, the employee is responsible for planning and organizing the work, determining methodology to be used and resources necessary, coordinating with staff and management as needed, and conducting all phases of the given project. This frequently involves the interpretation of regulations and policies as well as the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.

Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Most projects have an impact on LOD's workforce or management cadre, and are thus sometimes reviewed by another TSG manager in order to ensure that implementation is smooth and no unforeseen complications are likely.

Factor 3: Guidelines – Level 3-4 (450 points)

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. While administrative policies and precedent studies provide a basic outline of the results desired, the employee must develop the appropriate method or approach for the task at hand. Examples could include the following: EPA Order 1900.1A (Interacting with Contractors); Office of Federal Procurement Policy Pamphlet #4 (Guide to Writing and Administering SOWs); Federal Acquisition Regulations; Contracts Management Manual; EPA Manual 3180 (Flexiplace); EPA Manual 3130-A2 (Recognition Policy and Procedures Manual); EPA Manual 3155 (Pay Administration Manual); Timekeepers Guide to PeoplePlus; Leave Manual; Federal Travel Regulations; Gov Trip Document Processing Manual; EPA Manual – Administrative Control of Appropriated Funds 2.0; Summit Training Web 3.0 – eManager User Guide; EPA-OTAQ Purchase Card SOP; EPA Guidance on Grants & IAAs; and SEE Handbook.

Administrative guidelines usually cover program goals and objectives of LOD (i.e., via yearly budget decisions, environmental goals, external constraints), but the employee is expected to refine or develop more specific guidelines if the project requires an innovative or unique approach.

Factor 4: Complexity – Level 4-5 (325 points)

The work consists of projects that require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive programs related to the overall administrative management of LOD. Decisions about how to proceed in planning, organizing, and conducting the work are often complicated by conflicting goals and objectives across the Office, and are further complicated by external directions and mandates governing the overall administrative work of the federal government or EPA. As such, the employee is required to evaluate and organize the information from a wide variety of sources.

Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables that affect long-range program performance. These uncertainties often take the form of guidelines or examples that are, by their very nature, quite general, and do not “fit” the situation or challenge facing LOD. Current measurements of program effectiveness may be ambiguous and susceptible to widely varying interpretations. Under these circumstances the employee develops new information about the subject studied and establishes criteria to identify and measure program accomplishments, develops methods to improve the effectiveness with which programs are administered, or develops new approaches to program evaluation which serve as precedents for others.

Factor 5: Scope and Effect – Level 5-4 (225 points)

The purpose of the work is to assess the productivity, effectiveness, and efficiency of administrative operations and to analyze and resolve problems in the effectiveness and efficiency of administrative and staff activities in LOD. Work involves establishing criteria to measure and/or predict the attainment of program goals and objectives through the provision of centralized administrative management services. Work at this level may also include developing new administrative regulations or procedures to improve the overall management practices in LOD, such as those governing the allocation and distribution of supplies, equipment, and other resources, or promulgating program guidance for application across organizational lines or in varied geographic locations.

Work contributes to the improvement of operations and management of LOD at different echelons and geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. Work may affect the nature of administrative work done in components of other agencies (e.g., in preparation and submission of reports, in gathering and evaluating workload statistics, or in routing and storing official correspondence or files).

Factors 6 and 7: Personal Contacts and Purpose of Contacts – Level 3C (180 points)

Contacts include persons both in and outside the EPA which may include managers, employees, consultants, contractors, or business executives in a moderately unstructured setting. This level may also include ad-hoc contacts with the head of the employing agency or senior-level program officials.

The overall purpose of these contacts are to influence internal and external officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8: Physical Demands – Level 8-1 (5 points)

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9: Work Environment – Level 9-1 (5 points)

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points = 3190

Grade Conversion: = GS-13

Title and Series = Administrative Specialist, GS-0301

AA-10-044

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name Michelle B. Houston

Position Number _____

Title Administrative Specialist

Series/Grade GS / 0301 / 13

Organization OAR/OTAQ/LOD/TSG/64046002

Percentage of Time Spent on Extramural Resources Management

- _____ This position has no extramural resources management responsibilities.
- ☒ Total extramural resources management duties occupy less than 25% of time.
- _____ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- _____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor=s Signature [Signature] Date 3/26/10

Personnel Specialist=s Signature [Signature] Date 4/7/10

Part 1. Contracts Management Duties

Pre-award:

- ☒ Plans procurements
- _____ Estimates costs
- _____ Obtains funding commitments
- ☒ Prepares procurement requests
- _____ Writes statements of work
- _____ Reviews statements of work
- _____ Processes unsolicited proposals
- _____ Responds to pre-award inquiries
- _____ Participates in pre-award conferences
- _____ Conducts technical evaluation of proposals
- _____ Participates in debriefing/protests
- _____ Other (list) _____

Post-award:

- _____ Prepares delivery orders
- _____ Reviews contractor work plans
- _____ Reviews contractor progress reports
- _____ Monitors government-furnished property
- _____ Monitors cost, management, and overall technical performance of contract after award

- _____ Monitors management and performance of delivery orders/work assignments after award
- _____ Defines scope of work for work assignments
- ☒ Approves payment requests or ACH drawdowns
- _____ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- _____ Inspects and accepts deliverables
- _____ Other (list) _____

Close-out:

- _____ Writes reports on contractor performance, costs, and tasks performed
- _____ Reconciles payments with work performance
- ☒ Closes out payments
- ☒ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- _____ Other (list) _____

Percentage of Time Spent on Contracts Management

20 %

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant=s workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient=s activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdown
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

%

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

%

FES Evaluation Statement

The following evaluation is based on the assumption that the duties and factor levels as stated in the PD are true and accurate as signed and certified by the immediate supervisor, Fidel Galano, Manager, Data and Quality Management Group, and second-level supervisor, Michael Sabourin, Director, Laboratory Operations Division.

TITLE: Administrative Specialist	SERIES: 0301	GRADE: 13
ORGANIZATION: OAR/OTAQ/LOD/Data and Quality Management Group		PD #:
CLASSIFIER: <i>[Signature]</i>		DATE: 4/15/09
REFERENCES: Administrative Analysis Grade Evaluation Guide, TS-98, August 1990; Professional and Administrative Work in the Accounting and Budget Group, GS-500, December 2000.		
SERIES: The GS-0301 covers all classes of positions the duties of which are to perform, supervise, or manage two-grade interval administrative or program work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.		
EVALUATION FACTORS	FLDS/POINTS	COMMENTS
1. Knowledge Required	1-8 1550 Pts	Expert knowledge of and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs to the Division. This knowledge and skill is used to effectively operate and manage key functional areas such as contracts, grants, IAGs, budgets, time and attendance, HR administration, Purchase Card operations, records management, and administrative management; and to develop and carry out assessments to evaluate current programs or work processes and to recommend improvements, when necessary. In-depth knowledge of laws, regulations, policies, and precedents pertaining to personnel, operations, budgets, and/or equipment to prepare protocols, processes, and procedures to maximize efficient utilization of staff, budget, equipment, and other resources. Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies; and to conduct audits of specific areas, identify necessary improvements or corrections, and implement solutions. Written and verbal communication skills are required to provide reports, analysis, briefings, and presentations.
2. Supervisory Controls	2-4 450 Pts	Supervisor sets the overall objectives and resources available. Incumbent plans, develops, coordinates, and evaluates programs, projects, activities, and carries out assignments; resolves conflicts which arise; coordinates the work with others; and interprets policy on own initiative in terms of established objectives. Completed work is reviewed for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.
3. Guidelines	3-4 450 Pts	Guidelines consist of general administrative policies and management and organizational theories which

		<p>require considerable adaptation and/or interpretation for application to issues and problems studied. While administrative policies and precedent studies provide a basic outline of the results desired, incumbent must develop the appropriate method or approach for the task assigned. Guides are EPA Order 1900.1A (Interacting with Contractors); Office of Federal Procurement Policy Pamphlet #4 (Guide to Writing and Administering SOWs); Federal Acquisition Regulations; Contracts Management Manual; EPA Manual 3180 (Flexiplace); EPA Manual 3130-A2 (Recognition Policy and Procedures Manual); EPA Manual 3155 (Pay Administration Manual); Timekeepers Guide to PeoplePlus; Leave Manual; Federal Travel Regulations; GovTrip Document Processing Manual; EPA Manual – Administrative Control of Appropriated Funds 2.0; Summit Training Web 3.0-eManager User Guide; EPA/OTAQ Purchase Card SOP; EPA Guidance on Grants & IAAs; and SEE Handbook. Administrative guidelines normally cover program goals and objectives, however incumbent is expected to refine or develop more specific guidelines if the project requires an innovative or unique approach.</p>
4. Complexity	4-5 325 Pts	<p>The PD states that the work consists of projects that require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive programs related to the administrative management of the division. Decisions about how to proceed in planning, organizing and conducting the work are often complicated by conflicting goals and objectives and are further complicated by external directions and mandates governing the overall administrative work of the Federal government or EPA. Incumbent is required to evaluate and organize the information from a wide variety of sources. Conclusions may be highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. This is because the work is performed in a specific organization in a specific environment, and the conclusions are based on what will work for the Division (not what might be acceptable or useable elsewhere).</p>
5. Scope & Effect	5-4 225 Pts	<p>According to the PD, the purpose of the work is to assess the productivity, effectiveness, and efficiency of administrative operations and to analyze and resolve problems in the effectiveness and efficiency of division administrative and staff activities. Work involves establishing criteria to measure and/or predict the attainment of program goals and objectives through the provision of centralized administrative management services. Work may also include developing new administrative regulations or procedures to improve the overall management practices in LOD, such as those governing the allocation and distribution of supplies, equipment, and</p>

		other resources, or promulgating program guidance for application across organizational lines or in varied geographic locations. Work contributes to the improvement of operations and management of LOD at different echelons and geographical locations within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations.
6. Personal Contacts	6-3 see #7	Personal contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contact may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.
7. Purpose of Contacts	7-c 180 Pts	Purpose of contacts is to influence internal and external officials to accept and implement findings and recommendations on organizational improvement or program effectiveness.
8. Physical Demands	8-1 5 Pts	Work is sedentary.
9. Work Environment	9-1 5 Pts	Work is performed in an office environment, although some field visits may be necessary.
Total Points: 3190 Points		Conversion: 3155-3600 = GS-13

Special Remarks:

